

ILLINOIS STATE POLICE DIRECTIVE
ADM-019, WIRELESS VOICE/DATA COMMUNICATIONS EQUIPMENT

RESCINDS: ADM-019, 2010-072, revised 08-16-2010.	REVISED: 05-16-2011 2011-031
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: 41.3.7

I. POLICY

NOTE: Regardless of other language in this directive, the use of a wireless communication device while driving in a school zone or construction or maintenance zone is prohibited.

The Illinois State Police (ISP) will:

- I.A. Within guidelines of the Illinois Department of Central Management Services (CMS), provide for and assign, where needed, the most cost effective wireless voice/data communications capabilities in support of department operations.
- I.B. Establish, manage, and maintain written policy for acquiring, distributing, issuing, and using all wireless voice/data communications equipment.
- I.C. Regularly monitor billing and use of wireless voice/data communications equipment to ensure equipment necessity and policy compliance.
- I.D. Prohibit agency users in possession of a department-owned wireless device from using the device for data communication (i.e. text messaging or sending/receiving email, etc.) while driving a vehicle. This does not include using a mobile data computer (MDC) device to query a law enforcement data system.
- I.E. Require agency users in possession of a department-owned wireless device to maintain hands-free voice communications (such as using an earbud) while driving a vehicle. Regardless of the hands-free nature of the wireless communication device, its use is prohibited while driving in a school zone or construction or maintenance zone.
- I.F. Prohibit agency users in possession of a personally-owned wireless device from using the device for data communication (i.e. text messaging or sending/receiving email, etc.) while driving a department-owned vehicle.
- I.G. Require agency users in possession of a personally-owned wireless device to maintain hands-free voice communications (such as using an ear bud) while driving a department-owned vehicle. Regardless of the hands-free nature of the wireless communication device, its use is prohibited while driving in a school zone or maintenance or construction zone.
- I.H. Prohibit the use of Illinois Wireless Information Network (IWIN) computers, cell phones, or other devices during a Code 2, Code 3, or Code Red response in accordance with ISP directive OPS-081, "Emergency Response Driving."
- I.I. Require department users in possession of a department-owned wireless device to list the phone number associated with the device in the Lotus Notes Address Book.

II. DEFINITIONS

- II.A. Telecommunications Liaison – an individual assigned by the commander of a specific work location to work directly with staff from the Telecommunications Section, Logistics Bureau, Division of Administration (DOA), regarding wireless equipment/service acquisitions, and/or resolutions to related wireless issues.
- II.B. Wireless voice/data communications equipment - any device capable of transmitting and receiving voice or data communications without plugging into a wired land-based phone network. For the purpose of this directive, such equipment will include pagers, cellular telephones, BlackBerry devices for voice and/or data, and air cards.

III. RESPONSIBILITIES

- III.A. The appropriate Commander/Bureau Chief/Lab Director, or designee, of any entity to which wireless voice/data communications equipment is issued will:
 - III.A.1. Ensure the instrument is properly used, maintained, and available for assignment to subordinates on a priority need basis.
 - III.A.2. Annually review all equipment assignments to determine if continued issuance of the equipment is justified.
 - III.A.3. Advise the Telecommunications Liaison if the wireless voice/data communications device is to be reassigned to another employee, transferred to another work unit, or canceled.
 - III.A.4. Ensure all equipment is accounted for as directed in ISP directive ADM-128, "Property Control."
 - III.A.5. Review and certify the accuracy of wireless bills on the monthly Communications Revolving Fund billings received from CMS. Certification will be verified by the signature or the initials of the individual reviewing the bills.
 - III.A.6. Ensure that when misuse of wireless equipment (whether personally-owned or department-issued) by an employee is demonstrated, appropriate disciplinary action is taken. This may include equipment with camera/video capability, as well as future equipment developed through new innovations in wireless technology.
- III.B. The Telecommunications Liaison will:
 - III.B.1. Coordinate all requests with the Telecommunications Section.
 - III.B.2. Coordinate equipment transfers with the Telecommunications Liaison receiving the transferred equipment.
 - III.B.3. Notify the Telecommunications Section of any reassigned or transferred equipment within 30 days of the transaction and indicate the receiving Telecommunications Liaison has approved the transaction.
 - III.B.4. Within 30 days of an employee leaving the Department, request a name change on equipment inventoried under his/her name, if such equipment is being held for reassignment at a later date.
 - III.B.5. Ensure equipment being held longer than 30 days for reassignment has the approval of the appropriate Deputy Director.
 - III.B.6. Ensure when returning equipment that all information entered into the device (i.e. directory information) is removed.

IV. PROCEDURES

- IV.A. Acquisition of wireless voice/data communications devices or associated equipment will be in accordance with CMS telecommunications guidelines.
- IV.B. It is recommended that users employ the use of personal identification numbers (PIN) to guard against cellular "cloning."
- IV.C. Users of BlackBerry devices will use the "password" feature to prevent unauthorized access of data information.
- IV.D. Prohibitions and restrictions on usage, record keeping, and reporting requirements applicable to other types of telephone systems, instruments, and service are applicable to wireless equipment and usage.

IV.E. Use of wireless voice/data communication instruments

IV.E.1. Wireless voice/data communications equipment will be assigned to, and remain in the possession of, the employee(s) most in need of the communication capability at any given time and are considered instruments that can be reassigned at any time in the Department's best interest. This equipment will be issued, as needed, to:

IV.E.1.a. Senior command (Commanders, Bureau Chiefs, Lab Directors, and above).

IV.E.1.b. Personnel whose immediate response to calls helps the Department achieve its mission and goals.

IV.E.2. The use of issued wireless communication equipment for data communication (i.e., text messaging or sending/receiving email) while driving a vehicle is prohibited.

IV.E.2.a. Using wireless communication equipment means typing and/or transmitting text communication or reading text communication while the vehicle is in motion.

IV.E.2.b. The use of IWIN MDCs while driving a department-owned vehicle is permitted if the MDC is required to conduct an inquiry into a law enforcement database system and the officer is **not** responding to a Code 2, Code 3, or Code Red call.

IV.E.3. The use of issued wireless communication equipment for voice communication while driving a vehicle is permitted only when the device is used with a hands-free listening device technology (such as an earbud) approved or provided by the Department. Personnel may not use wireless communication equipment for voice communication while on a response code (see ISP directive OPS-081) or while driving in a school zone or construction or maintenance zone.

IV.E.4. Cellular telephone users are to be cognizant of possible monitoring of airwaves by persons with scanners.

IV.F. Personally-owned wireless communication devices

IV.F.1. Personal use of a personally-owned wireless communications device while on duty must be limited to a reasonable amount.

IV.F.1.a. The use of a personally-owned wireless communication device must not negatively affect the individual employee's work productivity or ability to effectively complete their duties.

IV.F.1.b. Excessive or improper personal use of an employee's personally-owned wireless devices may lead to the termination of approval for use of the equipment while on duty and could lead to disciplinary action.

IV.F.2. Users of personally-owned or non-state owned BlackBerry devices will not be granted connection to the ISP network unless prior approval is granted by the Director's Office.

IV.F.3. Except as provided for in labor relations agreement(s), the Department will not provide repair or replacement should the personally-owned equipment be lost, stolen, or damaged.

IV.F.4. The use of a personally-owned wireless communication device for data communication while driving a department vehicle is prohibited.

IV.F.5. The use of a personally-owned wireless device for voice communication requires the use of a hands-free device (such as using an ear bud) while driving a department-owned vehicle. Regardless of the hands-free nature of the wireless communication device, the use of it is prohibited while driving in a school zone or construction or maintenance zone.

IV.G. Service and repair/replacement/upgrade

IV.G.1. Requesting new wireless equipment/services

- IV.G.1.a. The Telecommunications Section will coordinate all requests for wireless equipment/services with CMS. All requests for services/equipment will be directed to the Telecommunications Section through the Telecommunications Liaison.
- IV.G.1.b. Lieutenant Colonels, Commanders, Bureau Chiefs, Lab Directors, and above, and supervisors of entities who believe their responsibilities meet the criteria and who wish to obtain cellular/data communications equipment, will contact their respective Telecommunications Liaison who will:
 - IV.G.1.b.1) Contact the Telecommunications Section to determine the content, form, and type of documentation needed by the requesting entity and CMS.
 - IV.G.1.b.2) Submit the required documentation, statements, and/or evidence of operational need through the chain-of-command to the appropriate Deputy Director for approval.
- IV.G.1.c. Deputy Directors will review the new activation request documentation and, if approved, send the justification for the need and any accompanying documentation to the Director's Office for approval. Deputy Directors will return all documentation to their Telecommunications Liaison.
- IV.G.1.d. Telecommunications Liaisons will forward approved new activation requests and any accompanying documentation to the Telecommunications Section.
- IV.G.1.e. The Telecommunications Section will:
 - IV.G.1.e.1) Review the request and ensure required documentation is included, as well as the Director's approval.
 - IV.G.1.e.2) Forward all approved requests to CMS for processing.
 - IV.G.1.e.3) Return the requests not approved through the respective Deputy Director.
 - IV.G.1.e.4) Inventory new BlackBerry devices prior to dissemination.
- IV.G.1.f. Telecommunications Liaisons will notify the Telecommunications Section when wireless equipment requires replacement because such equipment is considered defective.
 - IV.G.1.f.1) Telecommunications Liaisons will acquire the respective Deputy Director's approval to replace equipment with similar equipment costing less than \$75.

NOTE: Each respective Deputy Director will determine approval authority for his/her Division.
 - IV.G.1.f.2) Deputy Directors will review replacement requests costing more than \$75 and, if approved, obtain the Director's approval for replacing equipment.
 - IV.G.1.f.3) The Deputy Director will return all documentation to their Telecommunications Liaison.
 - IV.G.1.f.4) Unless a phone is defective, it will not be eligible for an upgrade until it has been in service for at least two years unless the upgrade is approved by the Director's Office.
- IV.G.1.g. Telecommunications Liaisons will forward approved replacement requests and any accompanying documentation to the Telecommunications Section.
- IV.G.1.h. The Telecommunications Section will review the request and process the replacement accordingly.
- IV.G.1.i. The respective Deputy Director's office will obtain the Director's approval for requests to upgrade equipment in service less than two years, regardless of the cost.
- IV.G.1.j. Requests to upgrade equipment in service more than two years are subject to the \$75 replacement procedures.

IV.G.2. Requesting a paging instrument

IV.G.2.a. The Telecommunications Liaison will initiate all requests to the Telecommunications Section. The Telecommunications Section will coordinate all requests for paging equipment with CMS.

IV.G.2.b. Lieutenant Colonels, Commanders, Bureau Chiefs, Lab Directors, and above, and supervisors of entities who believe their responsibilities meet the criteria and who wish to obtain paging equipment, will contact their respective Telecommunications Liaison who will:

IV.G.2.b.1) Contact the Telecommunications Section to determine the content, form, and type of documentation needed by the requesting entity and CMS.

IV.G.2.b.2) Prior to submitting the request to the Telecommunications Section for processing, ensure approval is obtained in accordance with that Division's policy regarding pager acquisition.

IV.G.2.c. The Telecommunications Section will forward, upon review and assurance of proper documentation and approval, the request to CMS for processing.

IV.G.2.d. Users can return defective pagers to the appropriate vendor for replacement, or the Telecommunications Section can be involved in the replacement process.

IV.H. Lost, stolen, or damaged equipment

IV.H.1. Whenever a state-owned cellular phone, BlackBerry device, air card, or pager is reported lost, stolen, or damaged during normal business hours, the Telecommunications Section is to be notified immediately. The Telecommunications Section will:

IV.H.1.a. Notify the Information Services Bureau (ISB) Help Desk (during business hours) to cancel the ISP network connection on a BlackBerry device.

IV.H.1.b. If determined appropriate, notify CMS to cancel/suspend the service.

IV.H.1.c. If determined necessary for operational need, replace equipment once the Director gives his/her approval.

IV.H.2. Whenever a state-owned cellular phone, BlackBerry device, air card, or pager is reported lost, stolen, or damaged during non-business hours:

IV.H.2.a. The user will notify the Springfield Communications Center at 217/786-6677.

IV.H.2.b. The Springfield Communications Center will notify the ISB Help Desk to cancel the ISP network connection on a BlackBerry device.

IV.H.2.c. If determined appropriate, the ISB Help Desk or the Springfield Communications Center will contact CMS at 800/366-8768 to suspend/cancel the service.

IV.H.3. The reporting unit will ensure that:

IV.H.3.a. Sworn personnel complete a Field Report, form ISP 5-48 (available from the ISP Document Library at <http://maphome/documentlibrary/> or as part of ICase), for all lost, stolen, or damaged equipment. Code personnel must complete a memorandum. The Field Report or memorandum will be forwarded through the chain-of-command to the respective Deputy Director.

IV.H.3.b. The appropriate Deputy Director, in accordance with labor agreements, determines if the user is negligent and thus responsible for the cost to replace the equipment, or non-negligent and therefore not financially responsible. Deputy Directors will acquire a Personnel Complaint (PC)/Personnel Complaint Referral (PCR) number from the Division of Internal Investigation (DII), if appropriate.

NOTE: The Telecommunications Section will not replace the equipment until this determination is received unless the provisions of paragraph IV.G.1.b. are invoked.

IV.H.4. Reimbursement for Lost or Damaged Items

- IV.H.4.a. Except as otherwise agreed to in collective bargaining or supplemental agreements with employee unions, all costs associated with replacing items lost or damaged due to neglect of the employee, as determined by the Department, will be reimbursed by the employee.
- IV.H.4.b. The Telecommunications Section will determine the replacement cost.
- IV.H.4.c. Reimbursement will be in one of the following manners:

- IV.H.4.c.1) Submitting a personal check made payable to the ISP to the supervisor for forwarding to the Administrative Services Bureau (ASB), DOA
- IV.H.4.c.2) Withholding the amount from the Department salary warrant
- IV.H.4.c.3) Initiating an Involuntary Withholding Request (C-33) to the Illinois Comptroller's Office to withhold monies from other state salary warrants

IV.I. Billing Procedures

IV.I.1. The cost center manager, or designee, will:

- IV.I.1.a. Review and certify, through signature verification, the accuracy of the charges for service on the monthly Communications Revolving Fund billing received from CMS.
- IV.I.1.b. Report any discrepancies in billing through his/her respective Telecommunications Liaison to the Telecommunications Section.
- IV.I.1.c. Ensure all supervisors review CMS billing for accuracy and suspected abuse, including calls of twenty minutes or more and repetitive calls to unrecognized numbers. The supervisor and/or calling employee will certify through signature any calls in question.
- IV.I.1.d. Ensure payment of the Communications Revolving Fund bill either by petty cash or C-13 voucher.
- IV.I.1.e. Route any billing questions and all credit adjustment requests through the Telecommunications Liaison to the Telecommunications Section.
- IV.I.1.f. Ensure an accurate inventory of all assigned cellular telephones, BlackBerry devices, air cards, and pagers is maintained.
- IV.I.1.g. Review telephone billing statements for policy compliance and accuracy.

IV.I.2. Supervisors will determine, after review of the employee's telephone bill, if telephone abuse is occurring.

- IV.I.2.a. If the suspected abuse has occurred, the supervisor will notify the Deputy Director by written memorandum through the chain-of-command.
- IV.I.2.b. All substantiated abuse will result in corrective action that may include reimbursement and discipline.
- IV.I.2.c. Reimbursement will be processed through the appropriate Deputy Director to the ASB, DOA.
- IV.I.2.d. Reimbursement will be in accordance with CMS telecommunications guidelines and will be payable to the ISP.

| Indicates new or revised items.

-End of Directive-

ILLINOIS STATE POLICE DIRECTIVE
EQP-001, DEPARTMENT VEHICLE ASSIGNMENT AND MAINTENANCE

RESCINDS: EQP-001, 2006-046, revised 07-28-2006.	REVISED: 10-25-2010 2010-104
RELATED DOCUMENTS: EQP-002, EQP-003	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 17.3.1, 17.5.3, 43.1.5, 46.1.8	

I. POLICY

The Illinois State Police (ISP) will assign and maintain vehicles and equipment in a manner that most effectively contributes to the Department's mission.

II. DEFINITIONS

- II.A. Bulk Purchases - defined as the quantity of items in excess of what is immediately needed to repair or maintain a single vehicle.
- II.B. Fleet Account – An account designated for specified work units to enable payment of expenses related to repair and maintenance of vehicles in the work unit. ISP's Fleet Anywhere application is the tracking mechanism for all vehicle expenses, as well as any information related to the vehicle assignments, title and registration, acquisition, and disposal.
- II.C. Fleet Officer/Coordinator - the person designated by the Division or work unit commander to handle fleet related issues for all vehicles in his/her unit's fleet account.
- II.D. FleetFA – an asset maintenance and management software application used to track all data related to the ISP fleet.

III. PROCEDURES

III.A. Vehicle Assignments

- III.A.1. Within each division, the respective Deputy Director will make the assignment of vehicles to sworn officers within his/her Division. The Deputy Director may delegate this authority to other divisional command personnel or to work unit commanders.
 - III.A.1.a. Vehicle assignments to sworn officers will be recorded in FleetFA. Fleet Officers/Coordinators are responsible for ensuring vehicle assignments are correctly reported in FleetFA.
 - III.A.1.b. The Fleet Operations Section, Logistics Bureau, Division of Administration (DOA), will monitor the assignment of all department vehicles through the FleetFA program.
- III.A.2. Code employees may be assigned vehicles when the Department determines it is in the Department's best interest. Vehicle assignments to code employees must be approved in writing by the Director's Office and one or more of the following conditions (as defined in Section 5040.340 of the Administrative Code) must apply:
 - III.A.2.a. The vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call 24 hours a day. (Example of this would be a contractual investigator in a covert police vehicle.)
 - III.A.2.b. The employee travels frequently and makes infrequent stops at his/her headquarters.
 - III.A.2.c. The employee is regularly subject to special or emergency calls from his/her residence while off-duty.

- III.A.3. Procedures for Assignment of Vehicles to Code employees
 - III.A.3.a. The respective Deputy Director must submit a written request to the Director to include the name of the employee, work assignment and location, criteria under which the assignment is being made (see paragraph III.A.2), and the vehicle being assigned.
 - III.A.3.b. Once approved, the Director's Office will notify Fleet Management of the assignment.
 - III.A.3.c. Fleet Management will contact the employee to obtain additional information required for notification to the Illinois Department of Central Management Services (CMS). The employee will be notified of requirements, including taxable benefit reporting requirements, as a condition of vehicle assignment.
 - III.A.3.d. Fleet Management will prepare correspondence for the Director's signature notifying CMS of the vehicle assignment.
- III.B. New Vehicle Allocation - The Fleet Operations Section will prioritize new vehicle allocation to work units and provide recommendations for specific vehicle replacement by identifying replacement needs according to the following criteria:
 - III.B.1. The strategic priorities provided by the Director
 - III.B.2. Operational assignments (with priority given to vehicles assigned to officers with the rank of Master Sergeant and below, assigned to full-time enforcement activities)
 - III.B.3. Mileage of the current vehicle
 - III.B.4. Cost of vehicle repair versus the vehicle fair market value
 - III.B.5. As the respective Deputy Director deems it in the best interest of the Department to issue a new or lower mileage vehicle
- III.C. Vehicle procurement requests
 - III.C.1. Prior to initiating a new vehicle request, the work unit should contact the Fleet Operations Section to obtain vehicle contract information pertaining to costs, models available, and order cut-off dates.
 - III.C.2. A "vehicle procurement request" may include several documents as mandated by current procurement rules. Units should work with their fiscal liaison to identify what documents need to be included in the vehicle request.
 - III.C.3. Individual units must forward all completed procurement documents to their Deputy Director with a copy of the Material Request Form submitted to the Fleet Operations Section.
 - III.C.4. If the Deputy Director approves the request, it will be forwarded to the ISP Budget Office to ensure that funds are available for the purchase.
 - III.C.5. The Budget Office will forward the request to the Director's Office for final approval.
 - III.C.6. Once the Director has reached a decision and the Deputy Director has received the written approval, a copy of the decision must be forwarded to the Fleet Operations Section.
 - III.C.7. The Fleet Operations Section Manager will submit an Agency Vehicle Request form through the Deputy Director, DOA, to the Director for approval. Upon the Director's approval, this form will be sent to the CMS Division of Vehicles for the final approval. Any vehicles needing a state issued credit card must be processed through the Fleet Operations Section.

III.D. License Assignments

The Fleet Operations Section will complete all applications for original, transfer, and renewal licensing of department vehicles.

- III.D.1. License assignment lists of department vehicles are confidential and, therefore, will not be disseminated outside the Department without proper authorization from the Director or appropriate Deputy Director.
- III.D.2. All requests for identification of confidential license assignments will be referred to the Fleet Operations Section Manager.
- III.D.3. The assignment of license plates will be based on the following criteria:
 - III.D.3.a. Covert plates will be issued to ISP personnel participating in investigative operations.
 - III.D.3.b. Straight plates (regular Illinois license plates registered to the ISP) may be assigned to personnel in assignments where displaying ISP or "U" plates would not be in the best interest of the Department as determined by the respective Deputy Director.
 - III.D.3.c. Vehicles that are permanently equipped with emergency red/blue lights readily visible to the public when not activated will be issued ISP plates.
 - III.D.3.d. The respective Deputy Director must approve exceptions in writing with a copy forwarded to, and maintained by, the Fleet Operations Section.
- III.D.4. The Deputy Director/District Commander/Bureau Chief may approve vehicle license transfers. Notification of such transfers must be made to the Fleet Operations Section Manager within five working days.

III.E. Fleet Maintenance Management

- III.E.1. Each work unit with a fleet account will appoint one or more Fleet Officers/Coordinators who will be responsible for administering the Department's fleet program.
 - III.E.1.a. Some appointments will be in addition to regular duties. The respective Deputy Director will determine whether it is a full-time position or in addition to other duties.
 - III.E.1.b. Selection and appointment of a Division Vehicle Coordinator or District Fleet Officer/Coordinator will be made in accordance with the applicable collective bargaining agreement.
- III.E.2. The Fleet Officer/Coordinator will:
 - III.E.2.a. Be supervised directly by their command, and functionally by the Fleet Operations Section Manager to enhance compliance with the Department's vehicle maintenance program.
 - III.E.2.b. Be responsible for fleet activities and the timely preparation and submission of required forms and reports to the Fleet Operations Section Manager.
 - III.E.2.c. Ensure employees who are assigned state-owned vehicles are aware of their responsibilities as operators.
 - III.E.2.d. Supervise all fleet activities for their fleet account.

III.F. Vehicle Maintenance

- III.F.1. The assigned employee/operator will ensure maintenance for his/her assigned vehicle is performed in accordance with the Preventive Maintenance Schedule (Maintenance Schedule), form ISP 2-41 (this form is in the ISP Document Library at <http://maphome/documentlibrary/>). The Fleet Operations Section Manager may amend the vehicle manufacturer's maintenance schedule and will establish the amendments in writing.

- III.F.1.a. An employee who fails to comply with the Maintenance Schedule for his/her assigned vehicle may be required to pay for the repairs resulting from the negligence.
 - III.F.1.b. An employee who, through negligence, allows damage, theft, or loss of a department vehicle or equipment may be required to pay for repair or replacement of the vehicle or equipment.
 - III.F.2. All operators of state-owned motor vehicles will ensure all vehicle fluids, belts, and hoses are properly maintained.
 - III.F.2.a. The operator will also ensure vehicle maintenance is performed when required and will update the Maintenance Schedule, when service or maintenance is performed.
 - III.F.2.b. The oil change standard for all ISP vehicles includes conventional motor oil with a 5,000-mile change interval.
 - III.F.2.c. For items not covered in the Maintenance Schedule, employees/operators should refer to the schedule published by the vehicle manufacturer.
 - III.F.3. Whenever practical, routine vehicle maintenance will be performed at times other than during a scheduled tour of duty, (i.e., drop off the vehicle at a garage on the day before scheduled days off (in order to avoid down time) and pick up the vehicle the first day back to work). If vehicle maintenance must be performed while on duty, prior arrangements should be made for use of another vehicle.
 - III.F.4. Overtime will not be authorized to perform routine maintenance.
- III.G. Vehicle Operational Expenses
 - III.G.1. Fuel Purchases
 - III.G.1.a. Gasoline purchases should be made at facilities providing the lowest costs.
 - III.G.1.a.1) Full-service purchases will not be made unless the cost is equal to, or lower than, self-service purchases.
 - III.G.1.a.2) Operators will follow manufacturers' recommendations regarding the octane rating.
 - III.G.1.b. All vehicles that use flexible fuel must refuel with flexible fuel when operationally practical. (The Department does not expect drivers will travel long distances to acquire flexible fuel, but the selection of filling stations of comparable driving distance should be to stations providing flexible fuel.)
 - III.G.2. Incidental Purchases
 - III.G.2.a. Incidental mechanical parts will be purchased at a CMS state garage, except in an emergency or where the distance to the nearest state garage makes it impractical to do so.
 - III.G.2.b. Battery and tire purchases and installation will be handled through a CMS state garage and must have the prior approval of the respective Division Vehicle Coordinator or District Fleet Officer/Coordinator.
 - III.G.2.c. Emergency purchases may be made at those service stations that accept the State of Illinois Vehicle Credit Card or the State Fleet Fuel Card.
 - III.G.2.d. All bulk purchases are to be approved in advance by the Fleet Operations Section Manager, e.g., tires, batteries, etc.
 - III.G.3. Repairs
 - III.G.3.a. A CMS facility will perform vehicle repairs when practical to do so.
 - III.G.3.a.1) CMS has established a statewide list of contract vendors.

III.G.3.a.2) Additional contract vendors may be added to the certification list, subject to the approval of CMS.

III.G.3.b. Employees who have assigned vehicles or are operating a non-assigned state vehicle must receive authorization from the appropriate Fleet Officer/Coordinator prior to obtaining repairs from the state garage or authorized contract vendors.

NOTE: Vehicles under warranty will be taken to the nearest authorized dealership for warranty repairs.

III.G.3.c. Under no circumstances will repair work exceeding the amount authorized by CMS be done to any department vehicle, by any non-contract vendor, unless prior approval is received from the Fleet Operations Section Manager or CMS, Division of Vehicles.

III.G.3.d. The appropriate Fleet Officer/Coordinator, or designee, must approve window and windshield replacements or repairs. Glass will be replaced or repaired when a crack can be detected on both sides of the glass or the driver's vision is impaired.

III.G.3.e. The Fleet Operations Section Manager must approve major repairs on "trade-in" vehicles not directly related to vehicle safety.

III.G.4. Repair service authorization and billing

III.G.4.a. Fleet Officers/Coordinators will contact new certified vendors to explain the authorization numbering system and required service and/or billing procedures.

III.G.4.b. The Fleet Officer/Coordinator will contact a CMS State Garage for repairs.

III.G.4.b.1) If the state garage cannot make the repair, CMS will sublet to a certified (contract) vendor.

III.G.4.b.2) The state garage will issue an authorization number for repair.

III.G.4.b.3) The driver will inform the vendor of this authorization number.

NOTE: Private garage usage is not authorized when the repair estimate exceeds the state garage charge, unless a bona fide emergency exists or distance from the state garage and vehicle down time would eliminate a cost savings.

III.G.4.b.4) Instruct the private garage vendor to provide a copy of the garage invoice to the vehicle operator and submit the original garage invoice plus one copy containing the equipment number, plate number, mileage, and authorization number, to the CMS, Division of Vehicles. Employees receiving a garage invoice will submit it to their respective Vehicle Coordinator/Fleet Officer/Coordinator the same day or immediately following a return from trip status.

NOTE: The authorization number must be entered on the vendor's invoice and the Invoice Voucher number.

III.G.4.c. District Commanders, Bureau Chiefs, and other appropriate Commanders will designate an individual to provide repair authorization during the temporary absence of the fleet coordinator.

III.G.5. Equipment alterations and additions

III.G.5.a. Employees wanting to alter any automotive equipment, including stripes/decals, emergency lighting, and/or additions/deletions that would alter the vehicle's appearance, will request written approval through the chain-of-command to their respective Deputy Director. Once the Deputy Director has approved the request, the request will be forwarded to the Fleet Operations Section Manager. The original request and approval will be kept with the Division/District automotive equipment records.

- III.G.5.b. No addition to, modification of, or alteration of installed telecommunications equipment or emergency lighting will be permitted without the written permission of the respective Deputy Director/District Commander/Bureau Chief, and the Communications Bureau Chief, or designee.
- III.G.5.c. All requests for testing and evaluation of new vehicle equipment or products will be forwarded to the Fleet Operations Section for coordination.

III.G.6. Vehicle credit card

- III.G.6.a. Each vehicle authorized by CMS as part of ISP's fleet will be issued two credit cards - a State of Illinois Vehicle Credit card (the blue and white card) and an Illinois Fleet Fuel Card.
- III.G.6.b. Vehicle credit cards should remain with the vehicle at all times, unless removed due to operational necessity.
- III.G.6.c. The Fleet Operations Section will submit all ISP requests for original and replacement state credit cards to the CMS Division of Vehicles and the Fleet Fuel Card Vendor.

- III.G.6.c.1) The Fleet Operations Section provides credit cards for newly purchased vehicles at the time the vehicle is signed out to the work unit.

- III.G.6.c.2) The Fleet Officer/Coordinator shall request of the Fleet Operations Section credit cards for newly added vehicles and replacements for lost cards.

III.G.6.d. State of Illinois Vehicle Credit Card (Blue and White)

- III.G.6.d.1) The State of Illinois Vehicle Credit Card is issued by CMS and is accepted at all State Garage facilities and a limited number of private vendors. All purchases made using this card are billed to the Agency through their CMS account.

- III.G.6.d.2) The State of Illinois Vehicle Credit Card is to be used only for the purchase of fuel, oil, and minor repairs at CMS and outside facilities.

- III.G.6.d.3) This credit card is **not** to be used to purchase emergency lighting, maglites, or other non-automotive equipment through CMS or other vendors.

- III.G.6.d.4) The State of Illinois Vehicle Credit Card will be used for all repairs and gasoline at CMS state garages and contract vendors

III.G.6.e. The Illinois Fleet Fuel Card

- III.G.6.e.1) The Illinois Fleet Fuel Card is the only credit card to be used for external fuel purchases and routine maintenance when not using a CMS garage.

- III.G.6.e.2) The daily transaction limit is \$200.

- III.G.6.e.3) The Illinois Fleet Fuel Card must be presented prior to each purchase of products or services for the state vehicle, except when such presentation would compromise an undercover investigation.

- III.G.6.e.4) CMS has approved the following services to be covered under the Illinois Fleet Fuel Card

- III.G.6.e.4)a) Fuel

- III.G.6.e.4)b) Lube-oil-filter

- III.G.6.e.4)c) Windshield wiper replacement

- III.G.6.e.4)d) Light bulbs and headlights

- III.G.6.e.4)e) Vehicle washes (if in accordance with General Order ISP-08-022)

- III.G.6.e.4)f) Tire rotation

- III.G.6.e.5) The State Fleet Fuel Card may be used for emergency repairs not exceeding \$200, such as towing and tire repair, but emergency repair purchases require authorization by CMS the next business day.
- III.G.6.f. Receipts
 - III.G.6.f.1) After the delivery of products or services, the vehicle operator should legibly sign the charge ticket or invoice after reviewing it for accuracy and legibility.
 - III.G.6.f.2) Each ticket, whether processed manually or electronically by the cashier or at the fuel pump, must include:
 - III.G.6.f.2)a) Each item, quantity, and amount purchased
 - III.G.6.f.2)b) Total dollar amount of purchases
 - III.G.6.f.2)c) Equipment number
 - III.G.6.f.2)d) Full name, legibly written
 - III.G.6.f.2)e) ID number
 - III.G.6.f.2)f) Current mileage
 - III.G.6.f.3) Vehicle operators will turn in all copies to the appropriate Fleet Officer/Coordinator within 48 hours (all copies must be submitted before beginning days off, vacation, etc.).
- III.G.6.g. Lost or Stolen Credit Cards
 - III.G.6.g.1) The Fleet Operations Section should be notified IMMEDIATELY of any lost or stolen Fleet Fuel Cards. Those cards will be cancelled and a new one issued.
 - III.G.6.g.2) Drivers should be told to keep their Fleet Fuel Card in a secure spot and not out in the open.

Indicates new or revised items.

-End of Directive-

ILLINOIS STATE POLICE DIRECTIVE EQP-002, DEPARTMENT VEHICLE USAGE

RESCINDS: EQP-002, 2003-033, revised 07-17-2003.	REVISED: 12-05-2005 2005-073
RELATED DOCUMENTS: EQP-001, EQP-003, PER-045	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 22.2.8, 41.3.3, 46.1.9, 61.4.1, 81.2.5	

I. POLICY

The Illinois State Police (ISP) will ensure department vehicles are used by employees only when engaged in the performance of an assigned duty or in accordance with the procedures set forth in this directive.

II. PROCEDURES

NOTE: State of Illinois vehicles are to be used only during the course of official state business (see the exceptions in paragraph II.C.). Because the vehicle is property of the state of Illinois there is no expectation of privacy in the vehicle or its contents. Any state owned vehicle is subject to search without consent or notice at any time by appropriate personnel of the state of Illinois or law enforcement.

II.A. Operating Department Vehicles

A Department vehicle (any vehicle owned or leased by the ISP) will be operated only by an authorized person who possesses a valid driver's license of the proper classification for the vehicle being driven.

II.A.1. An individual may drive a department vehicle if the authorized driver is incapacitated and it is necessary to move the vehicle or driver to a place of safety, or if operational needs require someone else to drive.

II.A.2. A mechanic may operate a department vehicle if it is necessary to identify mechanical defects or to see if work on a vehicle has been properly completed.

II.A.3. Individuals authorized by the Director may operate department vehicles.

II.B. Vehicle passengers

II.B.1. Only Department employees or employees of the state of Illinois may be transported in Department vehicles.

II.B.1.a. When approved by the District/Zone Commander/Bureau Chief/Lab Director, or above, individuals not listed in II.B.1. may be passengers in department vehicles.

II.B.1.b. Individuals may be transported in department vehicles in those situations where it would be inhumane not to do so.

II.B.1.c. Individuals not otherwise authorized may be transported in department vehicles when it is necessary to conduct department business.

II.B.2. Individuals driving or riding in department vehicles will use the seat belts/shoulder harnesses provided in each vehicle regardless of the individual's seating position in the vehicle. Officers will comply with the law regarding the use of child occupant restraints. Only in circumstances necessary for immediate safety will children be transported in department vehicles without using the appropriate child restraint.

II.C. Department vehicles for other transportation

EQP-002

- II.C.1. Department vehicles may be used for other transportation within the boundaries of the state of Illinois, in accordance with Executive Order 1992-4 (as amended by Executive order 1999-3) and 44 IL Administrative Code 5040.350, et seq., when one or more of the following circumstances are present.
- II.C.1.a. An employee is away from his/her official residence overnight in the course of conducting business for the Department or, with the approval of their Commander, while on standby status. If the official business is outside the state of Illinois and the employee is away from his/her official residence overnight, the assigned vehicle may be used out of state consistent with this policy.
 - II.C.1.b. Any inter-district or inter-division transferee may use their official vehicle until permanent residence is established or for a 45-day period, whichever occurs first. If permanent residence is not established in the 45-day period, personal use of the vehicle is limited to travel to and from the officer's residence to the new district/office.
 - II.C.1.c. An employee may use the Department vehicle in conjunction with directive PER-045, "Wellness Program".
 - II.C.1.d. Code personnel assigned as Bureau Chief or higher and officers with the permanent rank of Master Sergeant and above are authorized 24-hour use of their assigned vehicle within the boundaries of the state of Illinois, unless otherwise authorized by the Director, in accordance with Executive Order 1992-4 (as amended by Executive order 1999-3) and 44 IL Administrative Code 5040.350, et seq. to:
 - II.C.1.d.1) increase command presence in the field,
 - II.C.1.d.2) allow for immediate communications capabilities,
 - II.C.1.d.3) enhance the overall operation of the Department,
 - II.C.1.d.4) provide an immediate response/notification of motorist assists, traffic crashes, critical incidents, natural disasters, or any other similar activities, and
 - II.C.1.d.5) provide immediate notification to the local ISP Communications Center whenever such response occurs.
- II.C.2. An appropriate CAD notification must be made if the driver becomes involved with a motorist assist, assisting at the scene of a traffic crash, or any other similar activities. For the purpose of recording activity, the officer will field initiate the incident providing the telecommunicator with the required information, i.e., location, vehicle description, and license information. During the stop/contact, the officer will advise the telecommunicator "Source Code Z-Zebra", and must disposition the incident with the status code change "returning code 43," i.e.:
- "Springfield, Ocean-21, Motorist Assist"
- "Ocean-21, Go ahead"
- "Springfield, Ocean-21, Motorist Assist, I55 southbound milepost 98, I55 southbound milepost 98, White Ford Festiva, White Ford Festiva, C-Charles, D-David, one-two-three, C-Charles, D-David, one-two-three"
- The telecommunicator will perform the following CAD transaction from the command line:
- AO/21.I55SBMP98.WHI FORD FESTIVA.CD123.T;MA <F7>
- and will advise the officer
- "Ocean-21, Springfield, C-Charles, D-David, one-two-three, Clear, eighty-eight Ford two door."
- When the officer is secure he/she will then advise:

"Springfield, Ocean-21, Source Code Z-Zebra"

The telecommunicator will perform the following CAD transaction:

From the command line:

AO/21.SC;Z <F3>

From the comments field of the Incident Update Form:

SC;Z <F12>

When contact is concluded,

"Springfield, Ocean-21, incident disposition"

"Ocean-21, go ahead"

"Springfield, Ocean-21, returning code "43", assisted motorist"

II.C.3. For purposes of II.C.1.d. only, authorized personnel choosing to use their assigned vehicles must obtain and maintain liability insurance covering property and personal injury of another party. A statement acknowledging this will be signed annually and maintained in the employee's work location personnel file.

II.C.4. In accordance with 625 ILCS 5/7-601, code employees assigned a department vehicle must complete annually by July 31 the Driver Certification For Civilians Assigned A State Vehicle form ISP 2-503 (Available from the Document Library at <http://maphome/documentlibrary/doclibrary.cfm>). Completed forms will be forwarded to the Logistics Bureau.

II.D. Vehicle air bag on-off switch

II.D.1. Due to the placement of Mobile Data Computers (MDC) in department vehicles, on-off switches are being installed in vehicles equipped with front passenger air bags.

II.D.1.a. If so equipped, whenever a passenger/subject is transported in the front passenger seat, it is required the air bag on-off switch be placed in the ON position (green light indicator lit).

II.D.1.b. If the driver is the only person in the front seat, the passenger air bag on-off switch will be placed in the OFF position (yellow light indicator lit).

II.D.1.c. The normal position of the air bag on-off switch is in the OFF position.

Note: Additional air bag information is included in Addendum 1.

II.D.1.d. One on-off switch key will remain in the switch and a spare key will be carried on the vehicle key ring.

II.D.1.e. A label advising of the shut-off device will be affixed in a position visible to the passenger.

II.E. Unattended vehicles

II.E.1. When unattended, the vehicle will be parked in a legal parking space.

II.E.2. Drivers of vehicles will take precautions when parking state vehicles. Every attempt will be made to park vehicles, especially those easily identifiable as state police vehicles, in safe locations and not near establishments that could discredit the Agency or its employees.

II.E.3. When unattended, department vehicles will be locked except in those situations where doing so would be impractical.

II.E.3.a. Any unmounted, state owned item having a value of \$100 or more will be locked in the trunk whenever the vehicle is left unattended.

II.E.3.a.1) This includes hand-held radar and lidar units but not moving radar, mounted video camera equipment or any other mounted equipment, unless unusual circumstances necessitate it or district policy requires it.

II.E.3.a.2) The radiological probe mounted on the hazardous material units will not be removed.

II.E.3.b. The driver of the Department vehicle will be held responsible for any stolen or missing item if the vehicle is left unlocked when unattended.

II.E.4. At the end of an employee's work day, unmounted items having a value of \$100 or more may be secured in the employee's residence, instead of the vehicle trunk. A commander may require such items to be secured in an employee's residence or local work policy may require it.

II.F. Damage

The Department will not be responsible for damage to or the loss of personal property by fire, theft, or collision due to the negligence of the operator of a Department vehicle.

II.G. The Department will not be responsible for parking tickets or traffic violations. The operator will pay parking or storage charges.

II.H. Communications equipment

Any employee, or other police officers assigned to ISP Task Forces or Metropolitan Enforcement Group (MEG) units, operating a department vehicle equipped with a two-way radio may use that radio.

II.H.1. Two-way radios are to be used only for official business.

II.H.2. Two-way radios will be operated in accordance with department communications directives and Federal Communications Commission rules and regulations.

II.I. Vehicle - taxable income

II.I.1. Federal rules require the Department, with exceptions (police vehicles operated by state officers are exempt), to treat the use of state vehicles as a taxable benefit to be included in the employee's income.

II.I.2. The Department will process the value (\$3 for each day used) of state vehicles on the payroll to withhold federal and state tax, retirement, and social security when applicable.

II.I.3. Personnel affected by the "personal use" taxable fringe benefit assessment will be required to complete a "Vehicle Usage Report" form, ISP2-006, which is available from the Document Library at <http://maphome/documentlibrary/doclibrary.cfm>.

II.I.3.a. This must be done on a quarterly basis.

II.I.3.b. Failure to report usage on a quarterly basis may result in disciplinary action and/or the loss of the state vehicle to the employee.

| Indicates new or revised items.

-End of Directive-

**ILLINOIS STATE POLICE DIRECTIVE
EQP-002, DEPARTMENT VEHICLE USAGE
ADDENDUM 1, USE OF FRONT PASSENGER AIR BAGS**

RESCINDS: EQP-002, Addendum 1, 2003-033, revised 07-17-2003.	REVISED: 12-05-2005 2005-073
RELATED DOCUMENTS: EQP-001, EQP-003, PER-045	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 22.2.8, 41.3.3, 43.1.4, 43.1.5, 61.4.1, 71.1.3, 81.2.5	

The National Highway Traffic Safety Administration (NHTSA) has concluded air bags are proven, effective safety devices. A study of real-world crashes conducted by NHTSA found that the combination of seat belts and air bags is 75 percent effective in preventing serious head injuries and 66 percent effective in preventing serious chest injuries.

Most air bag injuries are minor cuts, bruises, or abrasions and far less serious than injuries air bags prevent. Deaths resulting from the deployment of air bags were due to the fact those persons were either sitting too close to the air bag or were not restrained by seat belts or child safety seats and were thrown forward during pre-crash braking.

Occupants who are very close to or on top of the air bag when it begins to inflate can be hit with enough force to suffer serious injury or death. However, occupants who are properly restrained and sit 10 inches away from the air bag cover will contact the air bag only after it has completely or almost completely inflated.

Almost everyone over age 12 is much safer with air bags than without them. This includes short people, tall people, older people, pregnant women, in fact, all people, male or female, who buckle their seat belts and who can sit far enough back from the air bag. Ideally, the occupant should sit with at least 10 inches between the center of the breastbone and the cover of the air bag.

- I. Risk factors associated with air bag injuries
 - I.A. Infants in rear-facing infant seats.
 - I.B. Children under the age of 12 years.
 - I.C. Improperly adjusted seat belts.
 - I.D. Passengers with unusual medical conditions preventing them from obtaining the minimum 10 inches distance needed from the air bag.
- II. Reducing the risk
 - II.A. Always secure a rear-facing infant seat in the back seat. Placing the rear-facing infant seat in the front seat places the infant seat too close to the inflating air bag.
 - II.B. Children age 12 and under should always be placed in the back seat using appropriate child restraints.
 - II.C. Seat belts should always be used and properly adjusted. Improperly adjusted seat belts can allow too much motion, permitting the subject to move too close to the inflating air bag.
 - II.D. Passengers with certain medical conditions have been advised by a physician that an air bag poses a special risk to them because of their condition. This condition would restrict the subject from staying at least 10 inches away from the air bag. Subjects with these conditions should be placed in the back seat.

-End of Addendum-

**EQP-002
ADDENDUM 1**

**ILLINOIS STATE POLICE DIRECTIVE
PER-045, WELLNESS PROGRAM**

RESCINDS: PER-045, 2009-019A, revised 10-27-2009.	REVISED: 11-29-2010 2010-121
RELATED DOCUMENTS: ADM-137, EQP-002, PER-024, PER-038, SRV-016, ISP Physical Training Manual, RC-164	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 22.3.1, 22.3.2, 22.3.3	

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Encourage all employees to enjoy a healthy lifestyle.
- I.B. Require all officers to demonstrate they possess the physical abilities necessary to perform the duties of an ISP officer.
- I.C. Require all cadets and probationary officers to complete successfully at least two mandatory Physical Fitness Inventory Tests (PFITs) in the first year of employment.
- I.D. Provide health and wellness orientation and awareness information to participating employees and conduct introductory overview sessions at various work sites.
- I.E. Maintain a review process of collected data and monitor testing procedures to ensure a viable and responsive wellness program.
- I.F. Use a holistic approach to wellness where the Fitness/Wellness Program, ISP Academy, will provide nutritional and physical fitness support, and the Human Resource Bureau, Division of Administration, will provide mental and emotional support for employees of the Department. (See ISP directive SRV-016, "Human Services.")

II. DEFINITIONS

- II.A. Certified PFIT Monitor – any employee authorized by the Department to administer the PFIT by virtue of certification conducted by the ISP Fitness/Wellness Coordinator or designee.
- II.B. Certified Wellness Monitor - any employee authorized by the Department to conduct both the PFIT and Physical Ability Test (PAT), and issue a Fitness/Wellness Program, by virtue of certification granted by the Cooper Institute for Aerobics Research or its equivalent.
- II.C. The Fitness/Wellness Coordinator - the statewide coordinator of the ISP Fitness/Wellness program.
 - II.C.1. This person is assigned to the Academy, and is responsible for the PFIT Database, which tracks PFIT testing and medical exemptions for all ISP personnel.
 - II.C.2. The Fitness/Wellness Coordinator notifies the Medical Review Board about PAT retest failures and any officers who are medically exempt from physical fitness testing for two consecutive years.
 - II.C.3. The Fitness/Wellness Coordinator also administers the PAT when applicable, trains and coordinates PFIT Monitor activities, and conducts physical fitness training for Cadets/Recruits.
- II.D. Full Duty Status – able to perform all job tasks that may be required of an ISP officer and participate in and successfully complete the PFIT or, when applicable, the PAT, with no restrictions in accordance with this directive.
- II.E. Officer - for the purposes of this directive, includes sworn personnel, Police Officers assigned to the Protective Services Unit, and code Inspectors.

- II.F. PAT - a five-item, job task simulation test designed to determine if an officer possesses the ability to perform the duties of an ISP officer. A single minimum standard, which is not adjusted for age or gender, has been determined for each test item.
- II.G. PFIT – a four-item physical fitness test based on standards developed by the Cooper Institute for Aerobics Research. Minimum standards for each test item are adjusted for age and gender.
- II.H. Illinois State Police Superior Wellness Lapel Pin - a pin with blue striping on the ends with a gold star in the center.
- II.I. Illinois State Police Superior Wellness Ribbon - a ribbon with two royal blue stripes on its outer edges, followed by two thin white stripes on both sides. The center of the ribbon is solid gray. The Fitness/Wellness Coordinator maintains a supply of these ribbons.

III. RESPONSIBILITIES

III.A. Officers will:

- III.A.1. Maintain a level of physical fitness sufficient to perform all duties that may be required of an ISP officer.
- III.A.2. Immediately notify their chain-of-command when a medical condition renders them unable to perform at full duty or participate in physical fitness testing.

III.B. PFIT Monitors will:

- III.B.1. Ensure test protocol is adhered to as outlined in this directive and the PFIT Monitor's Manual, including the proper completion of PFIT and medical documents.
- III.B.2. Forward original documents to the Academy in a timely manner, and ensure copies of PFIT and medical documentation are kept in a district or work location file.

III.C. Supervisors will:

- III.C.1. Ensure all applicable personnel participate in the PFIT within established testing periods, including officers returning from leave of absence, suspension, or medical exemption.
- III.C.2. Ensure all medical exemptions and other documentation are complete, accurate, and are forwarded in a timely manner through the chain-of-command to the work unit commander and PFIT Monitor when applicable.

- III.D. Upon receipt of notification of an officer's physical inability to perform at full duty, the officer's unit commander will ensure compliance with ISP directive PER-038, "Medical Review Board and Medical Duty."

IV. PROCEDURES

IV.A. Cadet Physical Fitness Testing

- IV.A.1. The Cadet PFIT will consist of the Sit and Reach, 1-Minute Timed Sit Ups, Maximum Bench Press, and 1.5-Mile Run tests. The minimum standard for each item is the 40th percentile for the Cadet's age and gender group (see Addendum 1, "PFIT Standards").

IV.A.2. Cadets must pass the PFIT upon reporting to the Academy and subsequently throughout training as a condition of employment. Cadets who fail any portion of the PFIT during Academy training will be subject to termination as outlined in the Cadet Guide.

IV.A.2.a. If a certified applicant reports to the Academy injured and a licensed physician determines that he/she is unable to participate in the PFIT, the Commander of Training will determine if the applicant should be accepted as a Cadet for that class and will make a recommendation to the Director.

IV.A.2.b. If a Cadet is unable to participate in the PFIT due to a medical condition, the Cadet will be required to pass the next scheduled PFIT. A Cadet's inability to participate in two consecutive PFITs constitutes failure to complete required training, and the Cadet will be recommended for dismissal from the Academy.

IV.A.2.c. If a Cadet is unable to participate in the last scheduled PFIT due to a medical condition during Academy training, the Cadet may be allowed to graduate, but must pass the Cadet PFIT prior to being released from probationary status.

IV.A.3. Probationary officers who have met all Cadet PFIT requirements are not required to submit to further physical fitness testing during their probationary period.

IV.B. Officer Testing

IV.B.1. Officers will complete physical fitness testing during the officer's regular work hours, or the officer's shift may be adjusted to accommodate testing. Officers will use status code TR (training) while participating in physical fitness testing.

IV.B.2. All officers will participate in the PFIT annually, between April 1 and September 30.

IV.B.2.a. All officers must appear at the PFIT site on their scheduled test date unless they have submitted a current Medical Exemption Form, form ISP 2-444 to their immediate supervisor (see paragraph IV.C.). (A copy of this form is available from the Fitness/Wellness Coordinator or the ISP Document Library)

IV.B.2.b. The officer's immediate supervisor may excuse absences for schedule conflicts due to special assignments, court, previously approved time off requests, or illness. An excused absence does not relieve an officer of his/her requirement to participate within the regular PFIT Season, April 1 to September 30.

IV.B.2.c. Officers, who do not participate during this time due to suspension or leave of absence, must take the PFIT within 30 days of returning to full duty status. Officers who do not participate during this time due to a medical exemption must take the PFIT within 60 days of returning to full duty status.

IV.B.3. PFIT Monitors will check all participants' blood pressure and heart rate prior to administering the PFIT.

IV.B.3.a. If an employee's blood pressure is 150/90 or higher, or his/her heart rate is 90 beats per minute or higher, the employee will be denied participation.

IV.B.3.b. Officers who are denied participation should see their personal physician as soon as possible to determine the cause of the risk indicators.

IV.B.3.c. Officers who are denied participation must submit a properly completed Medical Exemption/Release Form, indicating their ability or inability to participate in physical fitness testing, within 30 days.

IV.B.3.d. If an employee's blood pressure and/or heart rate normally run high and the employee wishes to participate in physical fitness testing, the employee must submit a properly completed Medical Release Form indicating the employee is medically safe to participate.

IV.B.4. The In-service PFIT will consist of the Sit and Reach, 1-Minute Timed Sit Ups or Curl Ups, Maximum Bench Press, and 1.5-Mile Run or 3-Mile Walk tests. The minimum standard for each test item is the 40th percentile for the officer's age and gender group (see Addendum 1, PFIT Standards).

- IV.B.5. The Department assumes officers who meet the minimum standards of the PFIT possess a level of physical fitness sufficient to perform all duties that may be required of an ISP officer.
- IV.B.6. Officers who fail any portion of the PFIT will be issued a Fitness/Wellness Program by a Certified Wellness Monitor, and must participate in a retest of the entire PFIT.
 - IV.B.6.a. The PFIT Monitor will immediately notify the officer's chain-of-command and forward the original PFIT Form to the Academy.
 - IV.B.6.b. The officer will be allowed 90 days to make a reasonable effort to improve his/her physical fitness.
 - IV.B.6.c. The officer will participate in the PFIT retest within 105 days of issuance of the Fitness/Wellness Program.

NOTE: Officers may elect to retest prior to 90 days; however, they will forfeit any further retest of the PFIT.

- IV.B.7. Officers who fail any portion of the PFIT retest will be required to participate in the PAT (see Addendum 2, PAT Standards).
 - IV.B.7.a. The PFIT Monitor will immediately notify the officer's chain-of-command and forward the PFIT Retest Form to the Academy.
 - IV.B.7.b. Upon notice of a PFIT retest failure, the Fitness/Wellness Coordinator will notify the officer about the next scheduled PAT.
- IV.B.8. The Fitness/Wellness Coordinator, or certified designee, will administer the PAT at the Academy.
- IV.B.9. Officers who pass the PAT will be considered able to perform at Full Duty Status.
- IV.B.10. Officers who fail any portion of the PAT will participate in a retest of the entire PAT within 48 hours. The Fitness/Wellness Coordinator will immediately notify the officer's chain-of-command to schedule the PAT retest.
- IV.B.11. Officers who fail any portion of the PAT retest will **NOT** be allowed to perform at Full Duty Status, and will be subject to restrictions/reassignment/termination as outlined in ISP directive PER-038.
 - IV.B.11.a. The Fitness/Wellness Coordinator will immediately notify the officer's chain-of-command and the Medical Review Board of the PAT retest failure.
 - IV.B.11.b. The Medical Review Board will forward a recommendation to the Director regarding the officer's duty status as soon as possible.
 - IV.B.11.c. The officer will be restricted from Full Duty Status assignments until a decision is received from the Director.

IV.C. Medical Exemptions

- IV.C.1. Officers who are unable to participate in any portion of the PFIT due to a medical condition must submit a properly completed Medical Exemption Form to their immediate supervisor prior to the scheduled physical fitness test date.
- IV.C.2. Officers who are unable to participate in any portion of the PAT due to a medical condition must submit a properly completed Medical Exemption Form **AND** a Medical Evaluation Report (ISP 2-379) to their supervisor prior to the scheduled physical fitness test date (these forms are available through the ISP Document Library).
- IV.C.3. Officers who are medically exempt from performing any portion of the PAT will be considered **NOT** able to perform at Full Duty Status, and will be subject to restrictions/reassignment/termination as outlined in ISP directive PER-038.
- IV.C.4. Officers who are medically exempt from participation in the PFIT, but are not exempt from taking the PAT will be scheduled to take the PAT by the Fitness/Wellness Coordinator.

- IV.C.5. Medical exemptions are valid only if complete and legible, and only during the dates indicated on the form. Upon expiration of a medical exemption, the officer must either participate in physical fitness testing as outlined in section IV.B.2.c, or submit an updated Medical Exemption Form.
- IV.C.6. The Fitness/Wellness Coordinator will notify the Medical Review Board upon receipt of any medical exemption.
 - IV.C.6.a. The Department may require an officer to obtain a medical examination at the Department's expense to determine general health and detect any medical problem that may be detrimental to the officer. Time spent for a required examination will be compensated unless it is determined the officer filed an unfounded medical exemption request.
 - IV.C.6.b. The Medical Review Board will forward a recommendation to the Director regarding the duty status of any officer exempt from physical fitness testing for two consecutive years.

IV.D. Records Retention

The ISP will not destroy or dispose of records pertaining to the Wellness Program except in compliance with record retention/destruction schedules developed in compliance with ISP directive, ADM-137, "Records Retention/Destruction Schedules," and approved by the Illinois State Records Commission.

IV.E. Incentives

- IV.E.1. Sworn officers who pass all four items of the PFIT and achieve an overall score:
 - IV.E.1.a. Between 40 and 79 percent (inclusive) will receive an ISP Superior Wellness Ribbon.
 - IV.E.1.b. Between 80 and 89 percent (inclusive) will receive an ISP Superior Wellness Ribbon with a silver star.
 - IV.E.1.c. Between 90 and 99 percent (inclusive) will receive an ISP Superior Wellness Ribbon with a gold star.
- IV.E.2. Initial issue of the appropriate ISP Superior Wellness Ribbon/star will take place prior to graduation from the Academy, based on each Cadet's performance on the last scheduled Academy PFIT.
- IV.E.3. Sworn officers may obtain a replacement ribbon/star by contacting the Fitness/Wellness Coordinator. The Fitness/Wellness Coordinator will issue the appropriate ribbon/star based on the officer's current PFIT status.
- IV.E.4. Inspectors and code personnel who pass all four items of the PFIT will receive a Superior Wellness Lapel Pin.
- IV.E.5. Use of Department Vehicle
 - IV.E.5.a. To encourage and promote wellness of employees, all employees assigned a department vehicle may use that vehicle to travel to and from authorized wellness programs or activities (see ISP directive EQP-002, "Department Vehicle Usage").
 - IV.E.5.b. Limitations
 - IV.E.5.b.1) Employees must submit a written request, through the chain of command, to their District/Zone Commander/Bureau Chief/Lab Director to use their assigned department vehicle to travel to an approved wellness program or activity. The request must include the facility's location and hours of operation.
 - IV.E.5.b.2) Employees may use department vehicles only for travel directly to and from the location of the authorized wellness program or

- activity and their permanent place of residence and/or place of duty assignment.
- IV.E.5.b.3) Employees will not use department vehicles to travel to any wellness program or activity located more than 30 miles from their permanent place of residence. The District/Zone Commander/Bureau Chief/Lab Director upon written request of the employee may approve exception to the 30-mile limitation.
- IV.E.5.b.4) Sworn employees using department vehicles in authorized wellness programs or activities will report by using code FO (fitness off-duty), and will furnish location and other information as required (see ISP directive PER-024, "Status Codes"). Time spent in authorized wellness activities is not counted as hours worked.

NOTE: These limitations do not apply to ISP managers permitted full use of their state vehicle.

IV.F. Types of authorized programs/activities

- IV.F.1. Activities that improve or maintain fitness through vigorous physical activity: aerobic/anaerobic conditioning, strength and flexibility training, etc. Examples include running/jogging, aerobics, swimming, bicycling, basketball, racquetball, weightlifting, and martial arts training.
- IV.F.2. Programs designed to improve health and wellness, such as weight control, smoking cessation, and stress management.

IV.G. Types of programs/activities **not** authorized

- IV.G.1. Recreational sports such as golf, bowling, or softball
- IV.G.2. Although they may be located at an authorized fitness facility, use of a whirlpool, hot tub, or sauna does not constitute a physical fitness activity

NOTE: The above examples of programs/activities authorized and not authorized are not intended to be exclusive lists.

| Indicates new or revised items.

-End of Directive-

**ILLINOIS STATE POLICE DIRECTIVE
PER-045, WELLNESS PROGRAM
ADDENDUM 1, PFIT STANDARDS**

RESCINDS: PER-045, Addendum 1, 2009-019A, revised 10-27-2009.	REVISED: 11-29-2010 2010-121
RELATED DOCUMENTS: EQP-002, PER-021, PER-023, PER-024, PER-038, ROC-002, SRV-016, ISP Physical Training Manual, RC-164	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 22.3.1, 22.3.2	

The PFIT will be scored on the ISP Physical Fitness Inventory Test, form ISP 2-444 (a copy of this form is available in the ISP Document Library at <http://maphome/documentlibrary> or from the Fitness/Wellness Coordinator, ISP Academy)

NOTE: The scores for each event are presented at the 40, 80, and 90 percent level. Refer to the PFIT Monitor's Manual for a complete listing of standards. The 40th percentile represents the minimum score allowed to pass the event.

1. SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. The score is measured in inches reached on a specially constructed measuring device. The score is recorded to the last ¼ inch achieved.

SIT AND REACH TEST
(Minimum inches reached)

FEMALE				
Age	40%		80%	90%
20-29	19.25		22.5	23.75
30-39	18.25		21.5	22.5
40-49	17.25		20.5	21.5
50-59	16.25		20.25	21.5
60+	15.5		19.0	21.75
MALE				
Age	40%		80%	90%
20-29	16.5		20.5	21.75
30-39	15.5		19.5	21.0
40-49	14.25		18.5	20.0
50-59	13.25		17.5	19.0
60+	12.5		17.25	19.0

2a. 1-MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. The score is the number of sit ups completed in 60 seconds.

1-MINUTE SIT UP TEST (Sit ups completed)				
FEMALE				
Age	40%		80%	90%
20-29	32		44	49
30-39	25		35	40
40-49	20		29	36
50-59	14		24	29
60+	6		17	26
MALE				
Age	40%		80%	90%
20-29	38		47	52
30-39	35		43	48
40-49	29		39	43
50-59	24		35	39
60+	19		30	35

2b. 1-MINUTE CURL UP TEST

This elective event may be completed in lieu of the 1-Minute Sit Up Test. The score is the number of curl ups completed in 60 seconds..

1-MINUTE CURL UP TEST (Minimum curl ups completed)				
FEMALE				
Age	40%		80%	90%
20-29	25		35	46
30-39	20		30	41
40-49	18		25	36
50-59	12		20	31
MALE				
Age	40%		80%	90%
20-29	30		40	51
30-39	22		35	46
40-49	21		30	41
50-59	18		25	36

3. 1 REPETITION MAXIMUM BENCH PRESS

This test measures absolute strength of the chest, shoulders, and triceps. The bench press may be performed on a Universal DVR machine or using free weights. The score is recorded as a body weight ratio (weight lifted ÷ body weight).

1 REPETITION MAXIMUM BENCH PRESS (Body weight ratio)

FEMALE				
Age	40%		80%	90%
20-29	.59		.80	.90
30-39	.53		.70	.76
40-49	.50		.62	.71
50-59	.44		.55	.61
60+	.43		.54	.64

MALE				
Age	40%		80%	90%
20-29	.99		1.32	1.48
30-39	.88		1.12	1.24
40-49	.80		1.00	1.10
50-59	.71		.90	.97
60+	.66		.82	.89

4a. 1.5-MILE RUN

This is a timed run to measure the cardiovascular system's ability to transport oxygen (aerobic power). The score is measured in minutes and seconds.

1.5-MILE RUN (Minutes: seconds)

FEMALE				
Age	40%		80%	90%
20-29	15:26		12:51	11:43
30-39	15:57		13:43	12:51
40-49	16:58		14:31	13:22
50-59	17:55		15:57	14:55
60+	18:44		16:20	14:55

MALE				
Age	40%		80%	90%
20-29	12:51		10:16	9:09
30-39	13:36		10:47	9:30
40-49	14:29		11:44	10:16
50-59	15:26		12:51	11:18
60+	16:43		13:53	12:20

4b. **3-MILE WALK**

The 3-mile walk is an elective event that the participant may complete in lieu of the 1.5-mile run. The score is measured in minutes and seconds.

3-MILE WALK (Minutes: seconds)				
FEMALE				
Age	40%		80%	90%
20-29	48:00		40:30	36:00
30-39	51:00		42:00	37:30
40-49	54:00		44:00	39:00
50-59	57:00		47:00	42:00
60+	63:00		51:00	45:00
MALE				
Age	40%		80%	90%
20-29	46:00		38:30	34:00
30-39	49:00		40:00	35:00
40-49	52:00		42:00	36:30
50-59	55:00		45:00	39:00
60+	60:00		48:00	41:00

-End of Addendum

**ILLINOIS STATE POLICE DIRECTIVE
PER-045, WELLNESS PROGRAM
ADDENDUM 2, PHYSICAL ABILITY TEST (PAT) STANDARDS**

RESCINDS: PER-045, Addendum 2, 2009-019A, revised 10-27-2009.	REVISED: 11-29-2010 2010-121
RELATED DOCUMENTS: EQP-002, PER-021, PER-023, PER-024, PER-038, ROC-002, SRV-016, ISP Physical Training Manual, RC-164	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 22.3.1, 22.3.2, 22.3.3	

The PAT consists of a series of five timed events. It will be scored on the Physical Ability Test form, ISP 2-244 (a copy of this form is available in the ISP Document Library at <http://maphome/documentlibrary/> or from the Wellness/Fitness Coordinator). At the location of the test, the test monitor will explain each event in detail.

- I. Platform Climb – This event simulates "climbing into the back of a truck tractor semi-trailer." The actual event requires climbing onto a four-foot apparatus (the average height of a tractor-trailer), standing up, and climbing back down in 8.7 seconds or less in accordance with instructions received.

- II. The Pursuit/Control/Handcuff - This event simulates "getting to the problem." It is a 400-meter obstacle course marked by cones and painted arrows. This event begins with the officer seated in the driver's seat of a car. The officer must then:
 - II.A. Get out of the car and run the course, following the marked path.
 - II.B. Weave through the obstacles established for this purpose.
 - II.C. Go over a five-foot wall.
 - II.D. Go through the window/opening in the next wall.
 - II.E. Climb the steps, cross the platform and descend the steps on the opposite side, touching each step on the way up and on the way down, alternating the feet.
 - II.F. Crawl under a 20-inch bar.
 - II.G. Following the prescribed route, proceed to the power station.
 - II.H. At the power station, come to a complete stop, grasp the duffle bag by the handles, and pushing the duffle bag, touch it to the ground beyond the marked line.
 - II.I. Proceed to the simulated handcuffing machine and follow the instructions for this portion of the event.

All portions of the Pursuit/Control/Handcuff event must be completed in 2 minutes and 59.4 seconds or less.

- III. The Trigger Pull
 - III.A. This event simulates the firing of a handgun with each hand.
 - III.B. Hold the handgun at the side, raise it, point it at the target, and keeping your arm fully extended and parallel to the ground, squeeze the trigger eight times with each hand.
 - III.C. The officer must complete eight "shots" with each hand in a total of 9.5 seconds or less.

- IV. The Pull Event
 - IV.A. This event simulates the task of separating one party from another and controlling individuals, or other tasks that require pulling.

- IV.B. You will be required to pull a weighted duffel bag past a line marked on the ground, touch the duffel bag to the ground, and return the duffel bag to its original position three times in 14.1 seconds or less.
- V. The Dummy Drag/Carry
 - V.A. The Dummy Drag/Carry event is a drag/carry of a 150-pound dummy over a 20-meter course in no more than 29.5 seconds.
 - V.B. Run along the course, around the cone and toward the opened car door.
 - V.C. Grasp the dummy and take it out of the car.
 - V.D. While dragging or carrying the dummy, walk/run to the finish line.

-End of Addendum-